



DEPARTMENT OF THE NAVY
NAVAL INTELLIGENCE ACTIVITY
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WASHINGTON, DC 20350-2000

NIAINST 4650.2
NIA FMC
20 Jul 17

NIA INSTRUCTION 4650.2

From: Head, Naval Intelligence Activity

Subj: DEFENSE TRAVEL SYSTEM TRAVEL REQUIREMENTS

Ref: (a) DoD Financial Management Regulation (FMR) 7000.14-R
(b) Joint Travel Regulations (JTR) of 1 October 2014
(c) NAVSUP 4650.8, Navy Defense Travel System
(d) DoD Instruction 5154.31 of March 2016, Government Travel Charge Card Regulations
(e) DoD Directive 4500.54 of 28 December 2009
(f) DoD Directive 1000.21-R of April 1997
(g) NIAINST 4650.1

1. Purpose. To issue policy and define responsibilities and procedures for administration of temporary additional duty (TAD) or temporary duty (TDY) travel for military and Department of Defense (DoD) civilian personnel.

2. Supersession. This instruction supersedes ONINST 4650.1D.

3. Scope & Applicability. This instruction applies to all U.S. Navy commands and organizations, military and DoD civilian personnel funded by Navy Budget Submitting Office (BSO)-15, Naval Intelligence Activity (NIA).

4. Background. Defense Travel System (DTS) is a web-based system accessed via the unclassified internet at <http://www.defensetravel.osd.mil>. It seamlessly automates the three Department of Defense (DoD) travel processes: reservation, authorization and voucher filing. The system is paperless and uses DoD Public Key Infrastructure (PKI) certificates to digitally sign documents. DTS provides an automated means for travelers to make trip reservations and generate travel authorizations electronically through their chain of command. Upon completion of TDY, travelers electronically file their vouchers for approval within five days from completion of travel. The voucher is then forwarded to the Comptroller's office for review and approval. The Defense Finance and Accounting Service (DFAS) will authorize an electronic funds transfer to both the traveler's bank account and to the traveler's government travel card, which should be posted within 72 hours after NIA approval.

5. Requirements

a. System requirements include:

(1) Internet Explorer or Mozilla web browser access.

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(2) A common access card (CAC) with a valid personal identification number (PIN).

(3) ActivCard CAC readers with the ActivCard Gold Utilities software.

(4) Design security software that is used to authenticate users and enable them to digitally sign travel documents. It includes a web browser control that supports access of a DTS user's credentials, which are stored on the traveler's CAC.

b. Traveler requirements include:

(1) A CAC with valid PIN.

(2) A personal bank account number where travel reimbursements can be electronically deposited.

(3) An active government travel card account for travelers making airline, railway, lodging, and rental car reservations using DTS.

6. Roles in DTS

a. Traveler. Any military or DoD civilian that travels on official business for the Department of Defense. Contract personnel are not eligible to use DTS for travel arrangements. Travelers are responsible for creating, digitally signing, and forwarding for review and approval travel authorizations, vouchers, and local vouchers within DTS.

b. Reviewing Official (RO). A person normally in the traveler's supervisory chain who initially reviews and validates travel requests and vouchers submitted by the traveler.

c. Authorizing Official (AO). A person who has been authorized to review and approve travel authorizations previously submitted by the traveler and reviewed by the reviewing official. Must be appointed in writing on a DD Form 577 Appointment/Termination Record signed by Head, NIA, Assistant Head, NIA or NIA Comptroller. Only NIA Comptroller personnel will be authorizing officials. They must also complete the AO and RO training on the DTMO Web site located at <http://www.defensetravel.dod.mil/>.

d. Certifying Officer. A person who has been authorized to review and approve travel vouchers and local vouchers previously submitted by the traveler and reviewed by the reviewing official. Must be appointed in writing on a DD Form 577 signed by Head, NIA, Assistant Head, NIA or NIA Comptroller. The certifying officer must complete Certifying Officer Legislation training and is pecuniary liable for the funds disbursed. Only NIA Comptroller personnel will be certifying officials. They must also complete the AO and RO training on the DTMO Web site.

e. Departmental Defense Travel Administrators. A person designated to be the power user in the traveler's department or immediate office area. Responsible for assisting travelers with routine DTS processes to include new personnel registration and assisting travelers in preparing authorizations and vouchers.

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f. Non-DTS Entry Agent (NDEA). A person who has been authorized to prepare authorizations, vouchers and local vouchers for a traveler. Per reference (a), volume 9, chapter 2, hard copies must be retained for six years and three months if a NDEA executes the "T-ENTERED" stamp for a voucher or local voucher in DTS. To avoid the requirement of retaining hard copies, NDEAs must direct the personnel for whom they create vouchers or local vouchers to enter DTS to review their own documents and "SIGN" stamp them unless extraordinary circumstances exist.

g. Lead Defense Travel Administrator (LDTA). The LDTA is responsible for leading the implementation of DTS at an organization and must be appointed in writing by Head, NIA, Assistant Head, NIA or NIA Comptroller. The LDTA's responsibilities include:

- (1) Assigning roles and permissions.
- (2) Maintaining traveler profile information.
- (3) Adding and deleting employee profiles.
- (4) Initiating and maintaining appointment letters and approved routing lists.
- (5) Resolving command system issues or reporting system problems to the DTS Help Desk. LDTAs are the only people authorized to communicate with the DTS Tier III Help Desk.

7. Policy

a. NIA Financial Management and Comptroller (FMC) is the primary interface with other agencies involved with delivery of travel services to BSO-15 customers.

b. Per References (a) through (d), all travel authorizations, vouchers, and local vouchers for BSO-15 military and DoD civilian personnel will be processed exclusively through DTS. Travelers are exempt from using DTS for the following travel situations and should contact NIA Comptroller personnel for guidance regarding:

- (1) Permanent Change of Station (PCS).
- (2) Invitational travel.
- (3) A traveler denied a government travel card by the card-issuing bank.

c. Reviewing officials must expedite the review and processing of all authorizations, vouchers, and local vouchers awaiting their action within 3 days. Reviewing officials are responsible for validating that the requested travel is command mission essential, cost effective, and all flagged items have been appropriately justified per reference (b) before forwarding to the authorizing officials.

d. Managers who have been appointed as reviewing officials will only have authority to review authorizations and vouchers as defined by their directorate. An e-mail from the department head is required before a new reviewer can be added to the routing list.

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e. Travelers must not mix the DTS process and the manual walk-through process for travel requirements. Creating an authorization in DTS and then completing a manual voucher using the walk-through process is not permitted.

f. Travelers must use the most economical means and spend the minimum time necessary to accomplish the mission.

(1) The command will be represented by one person when possible. If multiple travelers are required, justification and identification must be annotated in DTS so your reviewing officials are aware that multiple travelers are involved with your travel requirement.

(2) BSO-15 travelers must use General Services Administration (GSA) city pair (contract) airfares. The DTS "Pre-Audit" will flag all non-contract airfares selected. Travelers must re-visit the "Travel, Air" section in their DTS authorization to try to find a city pair airfare that can accomplish their mission. If a traveler is still unable to find a GSA city pair flight, a justification must be inserted into the flagged item box to explain why a city pair airfare does not meet their mission requirements.

(3) BSO-15 travelers should determine the most cost effective departure airport after considering airfare, transportation costs to and from the airport, and potential lost work time. If the RO identifies potential cost savings by departing from an alternate Washington, D.C. area airport, the AO will request the traveler to change airports to take advantage of the reduced airfare. The traveler's supervisor will be required to evaluate the total transportation costs and either direct the traveler to change to the more cost effective airport, or send an e-mail to the RO justifying that the originally selected airport is the most cost-effective route. E-mails received by ROs from supervisors will be attached to the traveler's authorization under the "substantiating records" section.

(4) When feasible, Government transportation will be used. When multiple travelers must attend an event, rental cars will be shared. A "compact" car is the standard type authorized. Exceeding the standard car type authorized without a justification and pre-approval is not authorized. Travelers must justify in the DTS "flagged item" box why a compact vehicle does not meet their mission requirements with the name and telephone number of the supervisor who authorized the larger vehicle. Travelers will not be reimbursed for rental car insurance coverage purchased in the United States or its territories. Travelers will be reimbursed for mandatory rental car insurance coverage required in foreign countries.

(5) Government quarters will be used, where available, by all military traveling to U.S. installations. Reference (b), paragraph 1265, requires travelers (military and civilian) who are TDY to select pilot sites to stay in Government (DoD), Public-Private Venture (also known as "privatized") or DoD Preferred commercial lodging facilities. DTS has the ability to book lodging for civilians and military for the locations that require the traveler to stay in military lodging. If the lodging is not available a Certificate of Non-Availability (CNA) will populate in DTS. If military lodging is not available, the traveler must use the Public-Private Venture or the DoD Preferred commercial lodging facilities. See reference (b) for more information. Military

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travelers must contact the Commercial Travel Office (CTO) or base lodging by telephone to reserve quarters or to obtain a non-availability number in other locations except for the locations listed in reference (b). Military travelers will reduce their lodging per diem when quarters are reserved and reference the non-availability number in the "Remarks to the Authorizing Official" in DTS when quarters are not available. DoD civilian employees are required to use Government quarters for locations cited in the DoD Integrated Lodging Program Pilot (ILPP) Fact Sheet for Travelers found on the DTMO Web site. BSO-15 encourages use of available quarters to minimize travel costs for all other locations.

(6) Travelers must reduce the Meals and Incidental Expense (M&IE) portion of their per diem if meals are provided while on TAD. For example, if a lunch is provided to the traveler and paid for with a conference fee, the traveler must reduce the M&IE for the day(s) when lunch was provided. In DTS, click Expenses, Per Diem to adjust the M&IE.

(7) A traveler cannot be directed to drive a privately owned vehicle (POV), but may elect to use POV for personal convenience. When determining whether use of POV is financially advantageous to the Government, it is the traveler's responsibility to compare the expenses of using the traveler's POV to the lowest GSA city pair contract airfare. POV expenses must not exceed the cost of the lowest city pair contract airfare.

g. All travelers must file a travel voucher using DTS within five days from the completion of travel, and there are no extenuating circumstances that preclude timely filing of a voucher. This voucher should only include reasonable and cost effective expenses related to the trip's mission. NIA FMC may report travelers who fail to complete travel vouchers in a timely fashion to their respective supervisors.

h. NIA defines local travel as travel within the Washington, DC commuting area, as specified in reference (e). The local area in which transportation may be approved or authorized are: within the duty station limits and the metropolitan area around that station ordinarily serviced by local common carriers; within a local community area of the duty station within which the commuting public travels during normal business hours on a daily basis.

i. Travelers must update SLDCADA (unclassified time and attendance system) to record their travel time away from the office and obtain approval from their supervisor. Local vouchers should be limited and must be completed using DTS within 30 days of the travel and submitted monthly. Travelers must provide a detailed explanation including the purpose and location of the local travel in the AO Comments section of their local voucher.

j. Leave in conjunction with TAD. Travelers who desire to take leave in conjunction with TAD are to indicate requested leave dates when preparing their authorization in DTS. Travelers and reviewing officials must ensure that per diem (lodging and MI&E) has not been included in the traveler's authorization or voucher for the days in a leave status. Click on "Expenses, Per Diem" in DTS to input the days of leave.

(1) Actual Expense for Lodging. Actual expenses for lodging up to 150%. Travelers requiring actual expense for lodging must obtain a "Request to Exceed Standard Lodging Per

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Diem" spreadsheet from LDTA, outlining the circumstances warranting actual expense, the amount of the per diem rate, the number of days required, and the total estimated amount of actual expense required. This spreadsheet must be routed hard copy through the Department Head or Deputy Department Head to the Center Head. The actual expense authority is to be used on an individual trip basis, and should be approved 5 days before departing TAD. Once it is routed and approved, it must be submitted with all receipts during the travel voucher process using DTS. Per reference (b), the maximum reimbursement under the actual expense for lodging is 150 percent of the actual lodging rate for the following situations:

(a) Individual traveling with dignitary and required to stay in the same hotel.

(b) Travel is to an area where the applicable maximum per diem allowance is normally adequate, but due to special functions, costs have escalated.

(c) Individual, because of special duties of the assignment, necessarily incurs unusually high expenses while conducting official business.

(d) Individual, because of assignment to accompany another individual in a situation such as item (3), incurs unusually high expenses.

(2) Actual expense for lodging up to 200 percent. Head, NIA or Assistant Head, NIA for NIA travelers or Commander, ONI, Chief of Staff, ONI or Deputy Commander, ONI for ONI travelers can approve lodging costs not to exceed 200 percent per reference (b) if the CTO can only find lodgings that cost more than 150 percent of the published rate. Travelers must present documentation from CTO with enclosure (3) to justify exceeding 150 percent.

k. "Reimbursable" or "direct cite" travel is when another government agency sends funding to cover the costs of travel for BSO-15 personnel. Usually, a government agency will provide NIA FMC with a reimbursable document such as a DD Form 448 Military Interdepartmental Purchase Request or a NAVCOMPT Form 2275 Order for Work and Services to provide funds for BSO-15 travel. Another option is for an agency to send NIA an official letter that provides a direct cite line of accounting to be used for BSO-15 travel. Travelers are responsible for coordinating reimbursable or direct cite travel with NIA FMC and the LDTA. The LDTA will load the line of accounting into DTS and assign an accounting label that travelers will recognize in DTS. The travelers and their directorate reviewing officials will ensure the appropriate line of accounting is selected when completing authorizations and vouchers in DTS.

l. Cross-org Line of Accounting (LOA) is another option for travel. A traveler can use another agencies funding by having the other agency cross-org them in their system. Providing a full social security number (SSN) is required to accomplish this process. The agency funding the travel will also review and approve the orders since it is their funding.

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m. Travel Advances

(1) Government Travel Cardholder. Individuals authorized as a cardholder may obtain cash advances through an automatic teller machine (ATM) but will not be reimbursed for the ATM fees.

(2) Non-cardholder. All DTS users will be required to obtain a government travel card in order to make airline, lodging, and rental car reservations. For travelers who are not eligible to obtain a government travel card, DTS will default to procure airline tickets with the NIA Centrally Billed Account (CBA) pending NIA FMC approval.

8. Government Travel Cards

a. All cardholders must adhere to travel card policy and procedures set forth in reference (e).

b. Government travel card use is not authorized within the local area unless an approved travel authorization exists in DTS.

c. Use of the government travel card is not authorized to pay for conference registration fees unless extraordinary circumstances exist. Travelers can pay conference fees:

(1) With personal funds and then claim reimbursement on the travel voucher as a non-mileage expense.

(2) Via the Standard Form 182 Authorization, Agreement and Certification of Training process to request payment of the conference registration fee by NIA FMC.

9. Responsibilities

a. NIA FMC will serve as BSO-15's single point of contact (POC) with the CTO, the Navy DTS Program Management Office, and the DTS Help Desk for travel matters. NIA FMC will work closely with designated command staff POCs to process requirements and provide changes to travel regulations.

b. All BSO-15 personnel are responsible for reviewing and complying with this instruction.

c. Commanding Officers (CO), Directors, Executive Officers (XO) and Executive Directors (XD):

(1) A CO or Director will designate Departmental Defense Travel Administrators (DDTA) for travel-related matters. The DDTAs will liaise between NIA FMC, the LDTAs, and their travelers, facilitating the processing of travel authorizations, vouchers, and local vouchers.

d. Reviewing officials. Usually supervisors, referred to as reviewing officials in DTS, provide the substantive review of travel authorizations, vouchers, and local vouchers, validating that the travel is essential and ensuring that statements justifying unusual requirements (DTS

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flagged items) are valid or corrected by the traveler before approving an authorization or voucher. Reviewing officials are also expected to ensure the appropriate type of funding is selected before approving each authorization or voucher.

e. Travelers

(1) Travelers are responsible for submitting travel authorizations as soon as possible upon notification of a travel requirement and monitor the status of their authorization to ensure it is approved before departure.

(2) Travelers are responsible for filing a travel voucher using DTS within five days from the completion of travel, provided there are no extenuating circumstances that preclude timely filing of a voucher. This voucher should only include reasonable and cost effective expenses related to the trip's mission. All flagged issues must be resolved prior to submitting a voucher.

(3) If traveling by air, travelers must ensure their airline tickets have been issued by the CTO and validated for accuracy prior to departure.

(4) Overseas travel

(a) Most overseas travel requires entry clearance to the country or theater, usually at least 30 days in advance. The traveler is responsible for requesting travel or country clearance per reference (e). Specific requirements and procedures for each country are contained in reference (f).

(b) Information concerning passports may be obtained from NIA FMC or the Washington Navy Yard Passenger Transportation Office passport agents. Policy governing international travel and procedures for obtaining required passports or visas are contained in reference (g).

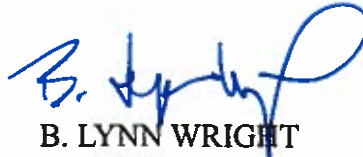
(c) Travelers to hazardous areas are required to notify their command Special Security Office (SSO) or Security Services. SSO requires 6 weeks advance notice to obtain various program office approvals.

(d) Travelers going to foreign countries require a mandatory counter-intelligence (CI) and counter-terrorism (CT) brief. A SSO representative will conduct CI and CT briefs. Travelers are responsible for coordinating a CI and CT brief with their command SSO and completing an "Antiterrorism Personal Protection Plan Briefing Sheet." DTS will flag all foreign travel in the authorization "Pre-Audit" screen. Travelers must state in the flagged item box, that they have accomplished or intend to accomplish the CI and CT brief before departing on foreign TAD.

(e) Use of premium class accommodations (business or first class) is authorized only in very specific circumstances and, absent emergency situations, must be approved in advance.

10. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

11. Review and Effective Date. Per OPNAVINST 5215.17A, NIA FMC will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



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